

EPR Program Directors To Do List— week of 11/26/12

Due	Action	Responsible	Status
	Quarterly Brownbags on interesting topics – 101/102		PDs submit Brownbag proposals
Ongoing	Work with TMS/Thomas re ESAT and Lab Workload	Russ/Sandie	
ASAP	Contract Coordination EPR/TMS	David O/Wayne A	
??	R8 Letter to CC&V re: Mining EEI—On hold	Russ/Jim Hanley	
8/20/12?	Sunnyside – commstrat/messages data gaps analysis and draft 104(e)	Jennifer L/Bill M/Holmes-Way	Brief ARA then RA
8/27/12	Mobile Device SOP coordinate with Regional SOP	Mandi	In process
ASAP	Pavillion To Do List, Single Data report, Response to Comments	Ayn	To Do list drafted; single data report and Comment Response Summary in process
Thru FY13	Implement National Strategy re Optimization of Site Assessment to Site Completion	Bill/Johanna (Russ/David)	
Thru 13	Review Unliquidated Resources for Deobligation	Russ/Bill/David	Started
ASAP	Review FAN charging for all staff and review with Mandi before making changes	All PDs	
11/16/12	Resource Analysis Template	PDs	Drafted
11/16/12	SEPM vacancy	All	
11/30/12	Mailbox Migration to be completed	All	
12/3/12	National Honor Award Nominations due	All	
12/5/12	GRO Fellow Project Descriptions for Summer 2013	All	
12/13/12	COOP Revision	David/Gina	
12/14/12	2013 Laboratory Work requests	Russ/Sandy?	
ASAP	Briefing /Status/Summary of Topics and our presentations for State SF DD meeting	Bill/Russ/David	
Due	Standing Action Item	Responsible	Status
As Req'd	FOIAs and Controlled Correspondence tracking	Judy	
COBWed	WARS,Hot Issues,Prog Dir's scheds&WH Rept to Judy	All	
Ongoing	Scout/ACS Input status to Nicole P/MH	PDs/reporters	
	Quarterly Budget Updates	Russ	
Monday	Whitehouse report – 2 weeks out	All- Francie to Sandy Fells	
Tues 8am	Chief of Staff Report/R8 Policy Report	To Shanahan/Sierra	

